

	Crane Operation's Manuel		Doc No:	COM 101-1-50
			Initial Issue Date	
			Revision Date:	Initial Version
<b>Hoist Dismantle Procedure</b>			Revision No.	0
			Next Review Date:	
Preparation: Operation Director	Authority: President	Issuing Dept: Operations	Page:	Page 1 of 3

## Purpose

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In order to maintain the safe and correct dismantle of the Hoist, shall implement the Crane Operation's Manual measures described herein.

## Scope

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This procedure applies to the all Tower Crane and Hoist personnel involved in the dismantle of a Hoist. The procedure below is an outline of the Manufacturer's guidelines described in the Operations manual and does not replace nor take precedence over the Manufacturer's guidelines.

## Key Responsibilities

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### Supervisors

- Maintains and reviews all procedures
- Orders and approves the use of third-party contractors
- Ensure the Safety and condition of the works area for dismantle

### Employees

- Inspects the equipment
- Ensures the Operation's Manual is followed
- Ensures the proper use of tagging system

		Crane Operation's Manuel		Doc No:	COM 101-1-50
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<b>Hoist Dismantle Procedure</b>				Revision Date:	Initial Version
				Revision No.	0
		Next Review Date:			
Preparation: Operation Director	Authority: President	Issuing Dept: Operations	Page:	Page 2 of 3	

## Procedure

### General

Methods and order of dismantling for essential items are basically reversed from installation procedure. For more detailed information, please see Operations Manual.

#### 1. Dismantling

1. Study the Safety Instructions.
2. Install barriers around hoist area
  - a. **If a dual car installation occurs: The car NOT intended to be used during the dismantling procedure must be parked at the ground landing and its main ON/OFF switch locked with a padlock, in the OFF position. (The same requirements goes for the installation and service work on a dual car hoist installation.)**
3. Put the switch "Normal/Inspection" in the electric box in position "Inspection". Mount the erection crane.
4. Dismantle the trailing cable(s) from the cable trolley(s) when the hoist is located at the ground landing. **Note: If dual cable trolleys with separate power and control cables occur, the procedures should be performed for all cables and cable trolleys.**
5. Drive to the mast top and dismantle all limit cams.
6. Cut the fixed power cable's push mount ties from the mast when going up. At the same time collect the trailing power cable on the car roof according to the figure below.
7. Assemble the temporary cable unloading tool on the trailing cable below its attachment to the stationary mast cable bracket. Attach the temporary cable unloading tool to the car and then disassemble the cable from the mast cable bracket and the junction box from the mast. (Fixed and trailing cable still connected to each other with power ON).
  - a. **IMPORTANT! The trailing cable must NOT be located inside a cable guide, anywhere along the entire hoist mast.**
8. Drive carefully the fixed and trailing cable down to the base landing. Make sure that the fixed cable is stretched up by a person on the ground, so that it does not hang up anywhere.

		Crane Operation's Manuel		Doc No:	COM 101-1-50
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<b>Hoist Dismantle Procedure</b>				Revision Date:	Initial Version
				Revision No.	0
				Next Review Date:	
Preparation: Operation Director	Authority: President	Issuing Dept: Operations		Page:	Page 3 of 3

9. Disassemble the cables from the temporary cable unloading tool and take them and the connected junction box down to the ground.
10. Continue with the remaining hoist mast dismantling with the trailing cable from the car free hanging. Make sure that the trailing cable is stretched up by a person on the ground, so that it does not hang up anywhere.
11. Dismantle mast sections (until 3 sections remain), landing equipment, tubes - if any, and ties. Do not overload car.
  - a. **Mast collapse hazard - When removing mast sections - be sure to attach the erecting crane to the mast section before removing the mast bolts and make sure that the upper car roller assembly is below the joints of the section to be removed. Failure to follow this warning can cause severe personal injury or death.**
12. Dismantle the enclosure, or only the enclosure part on the mast side if the hoist is resting on a concrete slab.
13. Disassemble the base unit attachment to the foundation.
14. Apply the car to mast lock device.
15. Disassemble the machinery's pull rod connection to the car.
16. Run the drive unit completely onto the 3rd mast section. Disconnect main power and pull apart the plug and receptacle connection to the electrical panel.
17. Lift off the mast section including the drive unit so that only 2 pcs. sections remain in the base unit.
18. Remove the safety railing and the erection crane from the car roof.
19. Switch off the power supply and the main circuit connection.
  - a. **Hazardous voltage - Only authorized electricians or authorized service personnel can carry out work on the electrical equipment. Can cause severe injury or death.**
20. Assemble the base landing.
21. Mount the wire rope lifting loop in its brackets on the car roof. The base unit is now ready for transportation.
22. Load out all equipment for departure to the Facility for Inspection Repair and Maintenance.